Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,000 people and an annual operating budget of $3,100,000. Its circulation is 600,000 items a year, its gate count is 290,000, and its program attendance is 27,000.

An equal opportunity employer, Baldwin seeks an **IT Coordinator** who is responsible for the planning, development, design, installation, maintenance and coordination of computer-based systems within the library, as well as related instruction and training.

POSITION:	**IT Coordinator** Reports to the Library Director
HOURS:	40 hours per week—including days, nights, and weekends
RESPONSIBILITIES:	

- Hires, trains, and supervises IT employees and performs their duties in their absence
- Ensures the proper on- and off-site backup of all library data
- Administers the wide area network for the library
- Maintains and coordinates changes and repairs to the library's phone system, integrated library system, security system and audiovisual equipment
- Recommends, acquires, configures, and maintains all server, workstation, and peripheral hardware
- Implements and maintains network security measures via hardware, software, and staff training
- Installs, maintains, troubleshoots, develops and documents elements of Baldwin's technological infrastructure
- Administers public time, print, and access management system
- Responsible for evaluating, selecting, and upon approval, ordering, installing, integrating, testing, and maintaining all computer hardware and software.
- Works with the Library Director to develop annual and long-term technology budgets and replacement schedules
- Communicates with designated vendors to identify needs and expectations for growth and expansion of services
- Assists and trains staff and patrons with day to day computer questions
- Sets up computer and audiovisual equipment for meetings and programs
- Performs related duties as required

QUALIFICATIONS:	• Bachelor's Degree in information systems or related field preferred
	• Three years of professional experience preferred
	• Experience with a multi-line, extension-based VOIP phone system preferred
	• Network certification is preferred
	• Awareness of new developments and trends in technology
	• Desire to meet and serve the public
	• Ability to prioritize duties and tasks, work both independently and as part of a team, and assume responsibility
	• Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job
	• Good typing skills
	• Must possess ability to communicate effectively

SALARY RANGE: Range is $47,727 to $66,818/year. Starting salary is based on experience and qualifications.

BENEFITS:
- Health, dental and vision insurance
- Short- and long-term disability
- Vacation leave, sick leave, personal leave, and holidays
- City of Birmingham defined-contribution retirement plan
- Deferred compensation plan

PROJECTED START DATE: September 28, 2015

APPLICATION: **Cover letter, resume, list of at least three references, and application form are due by 11:59 p.m. on Wednesday, September 2, 2015.** The application form is available on the library's employment website: http://www.baldwinlib.org/employment. Note that the application form must be filled out completely.

OTHER: The successful applicant will need to take a physical, pass a background check, and verify employment eligibility by completing an I-9 form.

PROCEDURE   Send application to:
Baldwin Public Library
Attn: Paul Gillin, Administrative Assistant
300 W. Merrill St.
Birmingham, MI 48009
The application can be submitted electronically to:
paul.gillin@baldwinlib.org